**Course: Computer Applications I**

Teacher of Record: Erin Stoen

Course Objective: Students will possess the ability to utilize common office software. This includes producing documents, spreadsheets, graphic documents and a presentation. Students will understand how to utilize internal help, online help and the Internet to answer questions and utilize Microsoft Office software to solve common business/educational problems.

This course is designed to provide the tools to complete other class projects. Students will complete those projects using the four software packages of Microsoft Office – Word, Excel, PowerPoint, and Publisher. Students must **show** **their** ability to use the software and submit products for evaluation by having the teacher review products on the computer screen. Printed products are not sufficient for grading.

**Products to be to be evaluated:**

Create 2 MS Word documents

One document will be at least a full page in length. Inserting a picture and creating a table are 2 skills that must be demonstrated.

Create 2 MS Excel spreadsheets

Spreadsheets must have summation, formatting, formulas and one graph.

Create 1 MS PowerPoint presentation

At least 10 slides, transitions, graphics, varying backgrounds and automation included with content from another course. Students will apply professional characteristics to the presentation such as appropriate number of words, concise message and color scheme

Create 1 Publisher Documents – a brochure or a newspaper format

**Demonstration of computer skills:**

Students will demonstrate the ability to use help, import templates and graphics. The class teacher may ask a student to demonstrate the skills directly.

Assistance in learning the software will be provided on an as needed basis. One goal is for students to become more self directed in their learning of software programs, hence the emphasis on help and video tutorials.

**Evaluation:**

Student products will be evaluated using the following FP Rubric. Grading is 4(A) to 2(C). Your grade must be 2.0 or better for course credit. Any grade less than 2.0 is to be corrected and re-submitted.